

ASC

ACQUISITION SUPPORT CENTER



SECURITY INFORMATION

ACQUISITION SUPPORT CENTER

Security Managers And Alternate

BARBARA WRIGHT
TEMP DSN 464-5782 (No voice mail)
TEMP COMMERCIAL 502-624-5782
TEMP FAX DSN 464-3028
TEMP COMMERCIAL 502-624-3028
Barbara.P.Wright@us.army.mil

ACQUISITION SUPPORT CENTER
ATTN: BARBARA WRIGHT/LINDSEY
SALO
9900 BELVOIR ROAD, BLDG 201
FORT BELVOIR, VA 22060

ALTERNATE:
LINDSEY SALO
DSN 655-1330, COMM 703-805-1330
FAX DSN 655-1321
COMM 703-805-1321
Lindsey.Salo@us.army.mil

SUE EVANS
DSN 664-7238
COMMERCIAL 703-604-7238
FAX DSN 664-6871
COMMERCIAL 703-604-6871
Sue.Evans@us.army.mil

ACQUISITION SUPPORT CENTER
LIAISON
ATTN: SUE EVANS
2511 JEFF DAVIS HWY SUITE 10351
ARLINGTON, VA 22202-3911

SECURITY IN-PROCESSING

- Complete Part I of the Ft. Belvoir Security Office In-processing form and fax along with a security verification letter from your current security office, to Ms. Wright or Ms. Evans
- While you are on the ASC rolls, if you need a security verification letter to attend a meeting, you may contact Barbara Wright or Sue Evans. The request should be made five (5) work days before the meeting.

TO: U.S. Army Garrison Fort Belvoir
(USAGFB), ATTN: Security Office

FROM: Acquisition Support Center
ATTN: Security Manager

PART I

(To be filled out by Supervisor)

1. Request the following named individual be cleared for access to classified information and material under the provisions of AR 380-67 and/or be granted special access as indicated below:

a. NAME: (Last, First, MI)

b. SSN:

c. DATE and PLACE of BIRTH:

d. RANK/GRADE:

MOS/SERIES:

e. Title, Paragraph and Line Number:

f. Level of access required:

☐ TOP SECRET ☐ SECRET ☐ CONFIDENTIAL ☐ NONE

g. Is an interim clearance required pending final issuance of clearance: ☐ YES ☐ NO
(if yes, must justify)

h. Are additional accesses needed: ☐ NATO ☐ CRYPTO ☐ SCI ☐ NONE

i. At what level will the individual be involved in Automated Information Systems:

☐ ADP-I ☐ ADP-II ☐ ADP-III

Typed Name, Grade, and Phone Number of first line Supervisor:

Signature and Date:

Typed Name, Grade, and Phone Number of Security Manager:

Signature and Date:

TO: Acquisition Support Center
ATTN: Security Manager

FROM: U.S. Army Garrison Fort Belvoir
(USAGFB) ATTN: Security Office

GOVERNMENT TRAVEL CHARGE CARD INFORMATION



Agency Program Coordinator (APC)

APC: Barbara Wright DSN 464-5782 (No Voice Mail)

COMM 502-624-5782

DSN FAX 464-3028

COMM FAX 502-624-3028

Alternate APC: Sue Evans DSN 664-7238

COMM 703-664-7238

FAX 703-664-6781

Alternate APC: Lindsey Salo DSN 655-1330

COMM 703-805-1330

FAX 703-805-1321

BANK OF AMERICA (BOA): 1-800-472-1424

www.bankofamerica.com

Transferring Your Account

To transfer your account to ASC, you will need to provide the following to your APC:

- * Last 8 digits of your travel card number
- * Name as it appears on the card
- * Office Phone Number
- * Home Address and Phone Number
- * Email address

**ACQUISITION SUPPORT CENTER
OPERATIONS DIVISION, ADMINISTRATIVE OFFICE
GOVERNMENT CREDIT CARD IN PROCESSING**

IN PROCESSING

1. Are you transferring a government credit card? _____

If yes, please provide the following information:

Credit Card Number: _____

Expiration Number: _____

Statement Mailing Address: _____

Home Telephone: _____ Work Telephone: _____

2. If you are applying for a Government credit card, the following information must be provided:

___ a. The Agreement Between Department of Defense Employee and Bank of America, N.A. (USA) must be read and signed by the employee.

___ b. Return the signed copy to ASC Operations Division, Agency Program Coordinator and retain a copy for your personal records.

___ c. Cardholder training is available www.gsa.gov/sptraveltraining. All new cardholders must complete training and produce certificate. Transfers must complete training and produce certificate before being transferred in.

___ d. The agreement and electronic application are available on-line thru AKO in the ASC Community Knowledge Center, ASC Newcomers portal or at <http://www.gcsuthd.bankofamerica.com>

EMPLOYEE SIGNATURE _____ DATE _____

Privacy Act of 1974 95 USC Code 552A: Information contained in this checklist is for official use by personnel assigned to ASC. Consistent with The Act, personal information will not be released to unauthorized personnel.

Travel Card Training

Take the travel card training, “Charting the Course,” on the GSA website:

www.gsa.gov/sptraveltraining and submit a copy of your certificate to your APC.

*All new cardholders must complete training and produce certificate. Transfers must complete training and produce certificate before being transferred in.

Important Travel Card Facts

Government travel charge card will be used for official travel **AWAY** from official duty station. Official travel is defined as having official travel orders.

Call BOA or your APC before going on travel to make sure your card is activated. BOA automatically deactivates a card for lack of use or when receipt of the new card has not been verified.

This is a **CHARGE** card, **NOT** a credit card, and all non-disputed charges must be paid in full by the due date.

Non-receipt of reimbursement is **NOT** a reason for nonpayment of bill.

Travel Vouchers

File your travel voucher, DD Form 1351-2 within 5 days of returning from travel, or every 30 days if you are on continuous travel. **You must use split disbursement.**

Keep your receipts for all transactions made on your travel charge card, total the receipts, and place that amount in the split disbursement line.

Attach a copy of your travel orders, DD Form 1610, your airline ticket, and hotel receipt.

The DFAS mailing address:

DFAS-Rome

ATTN: Travel Section

325 Brooks Road

Rome, NY 13441-4527

Fax: (315) 330-6710

The DFAS toll free customer service number is
1-800-447-1150

Travel Card Charges

If there is a charge on the bill that is in question, and you wish to dispute the charge, you **MUST** contact BOA, the merchant, and your APC within 60 days of receiving the bill. At day 61, you may **NOT** file a dispute claim.

ONLY the government employee whose name appears on the card may use it. No family members, friends, etc. The government employee is responsible for his/her card!

You can NOT use your government travel card for a PCS move, registration or conference fee, movie rentals, grocery store, call girl, escort service, massage, purchase of car, furs, furniture, veterinary bills, house payment, or any other personal use.

You CAN use your card for hotel, food, airplane, car rental, and gas for your rental car. If your luggage is lost or misrouted and you have no clothes other than the ones on your back, you may use the card at a clothing store to purchase clothes to include under clothes. However, you may not claim the clothing purchase on your voucher. There is a \$250 limit for such purchases.

IF YOU CAN'T CLAIM THE ITEM FOR REIMBURSEMENT ON YOUR VOUCHER, YOU CAN'T USE THE CARD TO CHARGE IT.

Bank of America Policies and Information

BOA has a No Stranded policy. If you forgot to activate your card or you have reached the charge limit, call the number on the back of the card. If your card has been declined for food, lodging, or car rental, BOA will activate if the following three conditions exist: 1)it is after 9pm, 2)you are over 75 miles from your duty station, and 3)your account is in good standing. BOA will activate or increase your limit until they can notify your APC the next working day.

If you move, call BOA and report the change of address. Non-receipt of an expected bill is not a reason for non-payment.

BOA Policies and Information, cont'd

If your card is lost or stolen, notify BOA immediately and notify your APC the next available work day.

Suggestion: Keep the BOA phone number and card number in a separate place from your wallet/purse when traveling.

Suspected misuse of the travel charge card—cardholder and their supervisor will be notified and card will be **DEACTIVATED**. Once deactivated, the APC must be notified to activate card and receive copy of official travel orders before reactivation will occur. Appropriate disciplinary action may be taken, from a letter of reprimand, to removal from your government position. Card will only be activated for time in travel status. Most misuse occurs at home. The only person who is authorized to use the card is the government employee whose name appears on the card. **Suggestion:** Carry the card only when traveling.

Forms of Payment

SPLIT DISBURSEMENT: No charge, provide the dollar amount charged to your government travel charge card on the DD-1351-2, Block 1. DFAS will send the payment to BOA.

MYEASYPAYMENT.COM: No charge, must have a credit card ready to provide number and expiration date. Payment will post 1-2 days later. Cannot use travel charge card to make payment.

PAY BY PHONE: \$10 charge, must have check ready to provide the account and routing numbers. \$10 charge will post to your travel charge card, so add \$10 to total payment.

SNAIL MAIL: No charge, requires cost of stamp, ink to write check, and time to mail, paying by check using return envelope, remember to sign your check.

SUGGESTION: Only put the last 4 digits of your account number on your memo line.